



CLASS REQUEST FORM

Organization Name: _____

Site Coordinator Name: _____

Site Coordinator E-mail: _____

REMINDER: A signed MOU must be submitted before class requests will be considered.

TOPIC (see reverse)	DATE(S)	START TIME	DURATION

1. Site Location (street address): _____

2. Estimated number of class participants (minimum of 10): _____

3. Language (select only one): English _____ Spanish _____

4. Participant information (background and demographics): _____

5. Rate participants' level of financial literacy on a scale of 1 to 5 (1=novice; 5=expert): 1 2 3 4 5

6. Additional Information: _____

To request additional classes: attach a separate sheet with all information requested in this section.

FLCCT provides financial education classes **FREE OF CHARGE**; however, as a nonprofit organization, FLCCT depends on charitable contributions from individuals, community organizations and the government in order to continue its important mission within Central Texas. Would your organization be willing to make a donation to offset the cost that FLCCT incurs by providing free financial education to the community?

YES NO If yes, please specify: \$ _____

If your program is a grant funded, we ask that you consider the FLCCT in your grant budgeting process.

I have reviewed and will comply with all Site Coordinator responsibilities (see reverse).

I understand that it may take up to four (4) weeks to schedule a class from the time FLCCT receives this request, and that class availability is not guaranteed until classes are approved.

Site Coordinator Signature

Date Submitted

PLEASE SUBMIT SIGNED FORM TO:

FLCCT Adult Education Chair
Texas AgriLife Extension Service
1600-B Smith Road
Austin, Texas 78721

Phone: 512-854-9600
Fax: 512-854-9611
E-mail: AdultEd@flcct.org



CLASS REQUEST FORM

FINANCIAL LITERACY TOPICS

Please help us tailor classes to your participants by selecting from the following topics. Select one topic for each class date.

Bank On It – An introduction to banking services.

Borrowing Basics – An introduction to credit.

Check It Out – How to choose and maintain a checking account.

Money Matters – How to keep track of personal income.

Pay Yourself First – Why personal savings is important.

Keep It Safe – Understanding consumer rights.

To Your Credit – How credit history affects future finances.

Charge It Right – How to use a credit card safely and effectively.

Loan To Own – Understanding the benefits and consequences of borrowing before purchasing.

Your Own Home – An introduction to home ownership.

Financial Recovery – How to recover financially and rebuild credit after a financial setback.

Train-the-Trainer – Qualify staff members or volunteers to teach financial literacy to your clients.

SITE COORDINATOR RESPONSIBILITIES

The Site Coordinator will be responsible for:

- (1) Publicizing the availability of classes to the target audience.
- (2) Obtaining a minimum of 10 pre-registered participants for each class or series of classes.
- (3) Enforcing the late arrival policy – participants who arrive 15 minutes late will not be allowed to participate in the class.
- (4) Submitting to FLCCT a Class Request form for each class, or series of classes, requested.
- (5) Maintaining effective and on-going communication and coordination with FLCCT staff regarding class requests, scheduling, schedule changes, cancellations, class logistics, etc.
- (6) Providing a site facility for FLCCT to conduct each class.
- (7) Providing logistical support for each class, to include (as needed):
 - Overhead projector
 - Blackboard or Whiteboard with markers
 - Easel with flipchart and markers
- (8) Providing childcare for participants' children (as needed) – children will not be allowed in the classroom.
- (9) Accommodating participants with disabilities.
- (10) Providing water and snacks for participants.
- (11) Providing other support as determined by the Host Partner and the FLCCT, such as writing materials, workbooks, incentives, door prizes, etc.
- (12) Ensuring that a Host Partner representative (Site Coordinator or otherwise) is on-site to coordinate with FLCCT's Volunteer Instructor(s) each time he/she arrives to teach a class.
- (13) Ensuring to the best of the Host Partner's ability a safe environment for FLCCT's Volunteer Instructor(s) and class participants at the Host Partner site(s).